



Policy

Lockdown

Policy	reviewed	By whom?
Lockdown	18/05/2026	Leon Edwards

Next review date	17/05/2027
Staff Name	Leon Edwards
Role	Group Managing Director
Contact details	leon@pushforward.uk
	0330 8180186

1. Policy Statement

Pushforward is committed to providing a safe and secure environment for all young people, staff, visitors, contractors and stakeholders across all education sites. Although our sites carry small numbers it is important there is an understanding of an emergency Lockdown procedure should the need arise.

This policy outlines the organisation's approach to lockdown and emergency protective procedures in response to threats including:

- Intruders
- Violent incidents
- Terrorist threats or attacks
- Serious criminal activity
- Nearby incidents presenting risk to staff or pupils
- Any event where immediate restriction of movement is necessary to protect life



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The organisation recognises the importance of preparedness under the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and will implement proportionate, practical and risk-based procedures to protect individuals across all sites.

As no individual site within the organisation accommodates more than 30 persons at any one time, sites are currently below the threshold for mandatory requirements under Martyn's Law. However, the organisation will adopt good practice principles in line with the legislation to support safety, preparedness and resilience.

2. Scope

This policy applies to:

- All employees
- Agency staff
- Volunteers
- Contractors
- Visitors
- Pupils and learners
- All organisation sites and vehicles

3. Objectives

The objectives of this policy are to:

- Protect life and reduce harm during emergency situations
- Provide consistent lockdown procedures across all sites
- Ensure staff understand their roles and responsibilities
- Support calm, controlled and effective responses
- Ensure communication systems are effective
- Promote safeguarding and welfare throughout any incident
- Support compliance with current UK counter-terrorism guidance and good practice



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4. Definitions

Lockdown

A lockdown is the restriction of movement within or around a site in response to a perceived or actual threat.

Partial Lockdown

A precautionary restriction where normal operations continue internally but movement is limited.

Examples:

- Police activity nearby
- Suspicious persons in the local area
- Environmental hazards

Full Lockdown

An immediate emergency response where all movement stops and all persons secure themselves in safe areas.

Examples:

- Intruder on site
- Violent incident
- Terrorist threat
- Weapons-related incident

5. Roles and Responsibilities

Senior Leadership Team



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The Senior Leadership Team will:

- Ensure this policy is implemented and reviewed
- Ensure all staff receive appropriate awareness training through online delivery or through or Staff welfare team.
- Ensure site-specific procedures are maintained
- Liaise with emergency services where required
- Review incidents and lessons learned through our online reporting systems.

Site Leads / Managers

Site Leads are responsible for:

- Activating lockdown procedures where necessary
- Ensuring registers and visitor logs are available
- Maintaining emergency contact details
- Conducting drills and recording outcomes
- Ensuring all staff understand procedures

Staff

All staff must:

- Follow lockdown instructions immediately
- Support pupils calmly and professionally
- Secure rooms where possible
- Report concerns or suspicious behaviour
- Participate in training and drills

Pupils

Pupils are expected to:

- Follow staff instructions immediately
- Remain calm and quiet
- Stay within designated safe areas

6. Lockdown Procedures



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Initial Response

Upon identification of a threat:

1. The Site Lead or senior person present will initiate lockdown.
2. Staff will be informed using the agreed communication method:
 - Verbal instruction
3. Emergency services will be contacted via 999 where appropriate.

Full Lockdown Actions

All staff should:

- Lock or secure doors immediately where possible
- Close windows and blinds
- Turn off lights/screens if appropriate
- Move pupils away from sight lines and doors
- Maintain silence
- Silence mobile phones
- Do not open doors unless instructed by police or recognised senior leaders
- Await further instructions

Staff should have access the online record of on site attendance through the database.

If Outside During Lockdown

Staff should:

- Move pupils to the nearest safe building if possible
- If unsafe to enter a building, move away from danger and seek cover
- Follow police instructions immediately



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7. Emergency Principles – Run, Hide, Tell

Pushforward recognises national counter-terrorism guidance regarding:

- **Run** – Escape if safe
- **Hide** – Secure and remain out of sight
- **Tell** – Call [999](tel:999) when safe to do so

Staff awareness training may include these principles where appropriate and age suitable.

8. Communication

During an incident:

- Emergency services will take priority control where applicable
- Parents/carers will be informed as soon as practicable
- Staff must not share unverified information on social media
- Media enquiries must be referred to senior leadership only

9. Safeguarding and Welfare

Following any lockdown or security incident:

- Pupil wellbeing will be prioritised
- Debrief sessions may be provided
- Additional safeguarding support may be arranged
- Staff wellbeing support will be available where required

10. Training and Drills

The organisation will:



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- Provide annual lockdown awareness training
- Conduct periodic lockdown drills appropriate to each site through the Health and Safety team.
- Review procedures following drills or incidents through the Health and Safety Manager.
- Maintain records of training and exercises

Training will remain proportionate to the size and nature of each provision in line with current government guidance.

11. Visitors and Contractors

All visitors and contractors must:

- Sign in on arrival through the tablets.
- Follow staff instructions during emergencies
- Be accounted for during lockdown procedures where possible

12. Site Security Measures

Each site should maintain reasonable and proportionate security arrangements, including where appropriate:

- Controlled access doors
- Visitor sign-in procedures
- Staff identification
- Clear reporting routes for concerns
- Awareness of suspicious behaviour
- Secure storage of keys and access devices

As sites operate with small occupancies, measures will remain practical and proportionate to operational need.



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13. Monitoring and Review

This policy will be reviewed:

- Annually
- Following any serious incident
- Following significant legislative or guidance updates

14. Related Guidance

This policy should be read alongside:

- Safeguarding Policy
- Health and Safety Policy
- Critical Incident Policy
- Fire and Evacuation Procedures
- Behaviour Policy
- Visitor Procedures